

New Hiring



The Village of Mount Sterling
1 S. London St.
Mount Sterling, Ohio 43143
(740) 869-2040

**Parks and Recreation Consultant
Job Responsibilities**

SUMMARY:

This is a highly responsible professional position that includes administrative and managerial work, planning, organizing, and directing the activities of the Park and Recreation Department. The Consultant of Parks and Recreation plans, promotes, organizes, and administers public recreation service for the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following as well as other duties may be assigned.

- Supervise, select, trains, directs, evaluates, and monitors all activities and operations of the department; set goals and objectives and establishes guidelines for performance
- Maintain the grooming, soil testing, and appearance of the park
- Supervises acquisitions, planning, design, construction, and maintenance of recreation facilities; coordinates with others on routine maintenance and special repair projects
- Evaluates effectiveness of recreation areas, facilities, and service
- Studies local conditions and develops immediate and long-range plans to meet recreational needs of all age groups
- Prepares budgets and directs expenditures of department funds and keeping of department records;
- Attends regular Parks and Recreation Board meetings and reports recommendations and direction to Village Council and all others that need to be involved
- Advises on long-term strategic planning for all parks and park programs
- Oversees marketing of park programs including the village's website, park brochure, and social media
- Develops and manages sponsorship program for department including but not limited to
- Complies with all Village Policies, Protocols, and Procedures;
- Perform other duties as assigned.

Please contact Courtney Bricker with questions

740-869-2040 x5

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